

Transfer Student Procedures

The following information is being provided to clarify the procedure to remove a student from the MAP-A who has moved out of a school district during the MAP-A testing window and to account for MAP-A eligible students who move into a district during the MAP-A testing window.

1) MAP-A Enrolled Student Moves out of the District

If a district has enrolled a student in the MAP-A and that student moves out of the district during the MAP-A testing window (January 14-March 7, 2008), the District Test Coordinator or designated MAP-A Coordinator should remove the student from the MAP-A enrollment via the MAP-A enrollment website at the following web address.

<http://map-aenrollment.arc.missouri.edu/>

The District Test Coordinator or designated MAP-A Coordinator should also arrange to have the student's MAP-A binder with the student bar code on the cover and any MAP-A data collected returned to ARC with the remainder of the district's MAP-A submissions.

2) MAP-A Enrolled Student Transfers from One District to Another

If a student transfers from one district to another after being enrolled in the MAP-A, but prior to the transfer deadline (January 11, 2008), the original district should remove the student from its MAP-A enrollment via the MAP-A enrollment website, retain the bar-coded student binder and return it to ARC with the remainder of the district's MAP-A submissions. **The original district should not forward the MAP-A binder to the receiving district.** The receiving district must enroll the student in the MAP-A via the MAP-A enrollment website. ARC will ship a bar-coded, student-specific binder to the receiving district.

Students who transfer **into a new district** after January 11, 2008 are not required to participate in the MAP-A assessment for that school year. The receiving district does not begin or continue MAP-A administration.

For MAP-A students who have transferred **into a new district** after the MAP-A transfer deadline (January 11, 2008), the following needs to be completed.

Compose a letter to DESE which contains the following information (during the MAP testing window):

County/District Code

School Code

Student Name

Missouri Student ID Number

Grade Level

Content Area

Date student transferred into the district

Detailed explanation of why the student did not participate in the MAP-A

Send the above letter to:

Accountability Data and Accreditation

PO Box 480

Jefferson City, MO 65102-0480

Fax: (573) 526-0651

3) MAP-A Student Transfers within the District

If a student who is MAP-A eligible transfers from one building within a district to another building within the district during MAP-A administration, the District Test Coordinator or designated MAP-A Coordinator should forward the MAP-A binder for that student to the receiving building. Students who move **within a district** at any point in time are required

to participate/continue in the MAP-A administration. **MAP-A administration *should be continued* by the receiving building.**

The District Test Coordinator or designated MAP-A Coordinator at the receiving building should update the building code information via the MAP-A enrollment website.

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The following chart outlines the actions to take depending upon the MAP-A enrollment change and transfer date.

MAP-A Enrollment Change	Transfer Date	Action
Transfer Into District	Through January 11, 2008	<ul style="list-style-type: none">• Enroll student via MAP-A Enrollment Website.• Complete MAP-A administration.
Transfer Out of District	Through January 11, 2008	<ul style="list-style-type: none">• If already enrolled, delete student from enrollment via MAP-A enrollment website.• Send MAP-A binder to ARC in March with the rest of your MAP-A submissions.
Transfer Into District	January 14 – March 7, 2008	<ul style="list-style-type: none">• Do not enroll student in MAP-A.• Send letter to DESE.
Transfer Out of District	January 14 – March 7, 2008	<ul style="list-style-type: none">• If already enrolled, delete student from enrollment via MAP-A enrollment website.• Send MAP-A binder to ARC.
Transfer Into District	After March 7, 2008	<ul style="list-style-type: none">• Do not enroll student in MAP-A.• Send letter to DESE.
Transfer Out of District	After March 7, 2008	<ul style="list-style-type: none">• Submit MAP-A to ARC for scoring.
Transfer Within District	Any time after enrollment	<ul style="list-style-type: none">• Update building code information via MAP-A enrollment website.• Complete MAP-A administration.

November 5, 2007 Approved